

Career Opportunity

PROBATION CLERK



U.S. District Court

District of South Dakota

www.sdp.uscourts.gov

Announcement #: 05-23

Number of Vacancies: 1

Location: Rapid City or Pierre, South Dakota

Salary: CL 23 (\$37,357 - \$60,703) dependent upon experience and qualifications; promotion eligible without further competition.

Employment: Regular, full-time

Closing Date: Open until filled; priority consideration given to applications received by 06/09/2023.

The District of South Dakota

The District of South Dakota consists of federal court chambers, clerk's office, and probation and pretrial services. We serve three district judges, three senior district judges, and three magistrate judges.

U.S. Probation and Pretrial Services headquarters are in Sioux Falls, with divisional offices in Aberdeen, Pierre, and Rapid City. Additional satellite offices are located in Mission, Winner, Kyle, Eagle Butte, and McLaughlin.

ABOUT THE POSITION

The U.S. District Court for the District of South Dakota is seeking a full-time probation clerk to be located in Rapid City or Pierre, South Dakota.

The probation clerk serves as the first point of contact for visitors to the probation office and largely contributes to the operations of the office. The clerk assists with visitor inquiries, manages internal and external communications, and provides a high level of customer service both internally and externally. The incumbent must exhibit a positive demeanor and represent probation and pretrial services in a helpful, cooperative, and compassionate manner.

The clerk provides administrative support to managers and probation staff in a fast-paced work environment. Clerks assist with investigations, electronic document filing, performing record checks, and managing accurate electronic case files. The ability to handle competing priorities, maintain confidentiality, and continuously provide excellent customer service is required to successfully carry out the mission, vision, and values of the district.

BENEFITS (see page 5 for further details)

- Vacation accrual up to 104 hours per year; increased accrual with tenure;
- Sick time accrual up to 104 hours per year with no accrual limit;
- Paid parental leave and parental bereavement leave (eligibility conditions apply);
- Flexible work schedule opportunities;
- Minimum 11 paid holidays per year;
- Over 20 agency-subsidized federal employee health benefit plans, 10 vision plans and 16 dental plans to fit your needs;
- Group life insurance with supplemental life insurance options;
- Medical and dependent care flexible spending account options;
- Nation-wide leave sharing program;
- Long-term care insurance
- Disability insurance
- If eligible, continued health insurance in retirement;
- Federal Employee Retirement System (FERS) enrollment including agency contributions;
- Optional Thrift Savings Plan (TSP) enrollment with agency match.

POSITION DUTIES AND RESPONSIBILITIES

- Provides general clerical office support such as greeting and assisting visitors to the office in a friendly manner, documenting phone or verbal messages for officers, copying and distributing documents as requested, receiving, sorting, and distributing mail for the office, attending and participating in office meetings and workgroups, and managing a sufficient office supply inventory.
- Maintains the chain of custody process accurately for urinalysis (UA) testing; manages the documentation process, records test results, and informs officers of results. Monitors and mails UA tests along with required documentation to laboratories for testing confirmation. Maintains an inventory of UA testing supplies, location monitoring equipment, and alcohol monitoring devices.
- With guidance, prepares orders, judgments, and other documents essential to pretrial, presentence, and post-conviction services.
- Composes routine correspondence for the office such as letters, memoranda, recurring reports, and forms.
- Scans, organizes, and prepares electronic case files for officers' use in accordance with established case management procedures; receives and transfers case files from other districts.
- Enters pretrial and supervision case files and statistical data efficiently and accurately into the proper database.
- Conducts criminal record checks through local or national law enforcement files.
- Assists officers in performing investigations; this may include ATLAS hits, CJIS, and/or credit reports.
- Assists in investigations related to employment, education, law enforcement, medical treatment, or military records by contacting various local, state, and national businesses and agencies to collect information.
- Makes entries to chronological records in case files, either from direct communication with clients or from information provided by probation officers.
- Electronically files reports with the U.S. District Court through the CM-ECF management system and electronically submits appropriate documents to the Bureau of Prisons and United States Sentencing Commission.
- Participates in on-going training and development to enhance individual skillset and support the needs of the district.
- Establishes and maintains an open and honest working relationship with co-workers and external partnering agencies.
- Other duties as assigned.

PERSONAL CHARACTERISTIC REQUIREMENTS

- Ability to exercise sound judgment, maintain confidentiality, adhere to high ethical standards, and demonstrate integrity to fulfill the district's mission, vision, and values.
- Ability to prioritize competing demands while maintaining a positive and professional demeanor.
- Ability to exercise impartiality and discretion with defendants, persons under supervision, courts, justice partners, and communities.
- Ability to work a flexible schedule if needed, including nights, weekends, or holidays.
- Ability to promote and maintain a positive work culture which encourages integrity, respect, individual and organizational growth, and a fulfilling work life.

CONDITIONS OF EMPLOYMENT

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the *Code of Conduct for Judicial Employees* at all times.
- Employees of the United States District Court are hired under excepted appointments, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background record check.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive has the right to select a candidate from the applicant pool of the original vacancy announcement.

KNOWLEDGE, SKILL, AND EDUCATION REQUIREMENTS

- High school diploma or equivalent;
- Minimum two years general work experience
 - General work experience is defined as progressively responsible clerical or office experience that has provided an opportunity to gain the knowledge and skills to successfully perform duties such as those listed under *Position Duties and Responsibilities*.
 - Post high school education may be substituted for general work experience on the condition that one academic year, or 30 credit hours, equals one year of general work experience. If using education substitution to qualify, it must be clearly documented on form AO 78 *Judicial Branch for Federal Employment* application.
- The ability to communicate effectively, both verbally and in writing, with or without accommodation, and demonstrate excellent interpersonal skills;
- Previous experience working with Microsoft 365 products including Outlook, Word, Excel and Microsoft Teams, Adobe Acrobat, and web browsers such as Google Chrome and Microsoft Edge along with a willingness to learn new computer systems and programs as needed;
- Familiarity with general court processes and procedures preferred.

APPLICATION INSTRUCTIONS

To receive priority consideration, applicants must submit the following by 5:00 pm CST on Friday, June 9, 2023:

- 1) A completed form AO 78 *Judicial Branch for Federal Employment* application, found on <http://www.uscourts.gov/forms>.
 - a. Do not enter “see resume” on form AO 78 when describing work history and duties; detailed experience is required.
 - b. Applicants should not answer questions 18, 19, or 20 on form AO 78.
- 2) A current resume to include at least three (3) professional references;
- 3) A one-page cover letter explaining how you obtained and meet the experience requirements listed under *Knowledge, Skill, and Education Requirements*.

All documents should be emailed in PDF format with “Vacancy 05-23” in the subject line to recruitment@sdd.uscourts.gov.

Incomplete application packages will be disqualified from consideration.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER AND
COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT.**

JUDICIARY BENEFIT DETAILS

See the [Total Compensation Estimator](#) to review how the judiciary contributes to benefits on behalf of each employee.

Employer Contributions

- FERS eligible employees receive judiciary-paid Basic Benefit contributions each pay period.
- Optional Thrift Savings Plan (TSP) enrollment for pre or post-tax (Roth) withholdings;
- Optional TSP catch-up contribution for employees age 50+;
- Participating TSP employees receive 100% match for first 3% contributed to the plan and \$.50 per \$1.00 match for the next 4-5% up to a maximum 4% employer match.
- TSP eligible employees also receive an automatic 1% contribution to their TSP plan each pay period.
- Social Security benefits contributed at 6.2% of employee earnings up to annual SS Wage Base;
- On average, 72% of an employee's total health insurance premium is paid by the judiciary with enrollment choices of Employee, Employee +1, and Family coverage.
 - Over 20 different FEHB plan options available with varying deductible and co-pay limits;
- Judiciary pays 1/3 of the cost for employee's Basic Life insurance;
- Free Employee Assistance Program (EAP) available to employees, spouse, and/or dependents 24 hours a day, 7 days a week.

Time Off

- Annual leave: 0-3 years of service accrue 4 hours/pay period (26 pay periods/year), 3-15 years of service accrue 6 hours/pay period, 15+ years or service accrue 8 hours/pay period.
- Sick leave: accrue of 4 hours/pay period with no limit cap;
- Bereavement Leave: up to 104 hours of paid bereavement leave per year paid from sick leave bank.
- Paid Parental Leave: up to 12 weeks of paid leave for childbirth or adoption (eligibility conditions apply).
- Bereavement Parental Leave: up to 2 weeks paid for loss of child.
- Compensation time earned based upon employee classification level.
- Administrative Leave: discretionary leave granted for voting, emergency closures, etc.
- Paid Holidays – minimum of 11 paid holidays each year: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Other Judiciary Benefits

- 10 different vision insurance plans;
- 16 different dental insurance plans;
- Flexible benefit health care reimbursement;
- Flexible benefit dependent care reimbursement;
- Paid employee parking;
- Supplemental life insurance for spouse and children;
- Accidental Death & Dismemberment (AD&D) insurance coverage;
- Long-term care insurance;
- Disability insurance;
- Disability retirement (eligibility conditions apply);
- Professional Liability insurance reimbursement;
- Employee referral bonus;
- Flexible scheduling/telework opportunities (eligibility conditions apply);
- National Leave Transfer Program - donated paid time off for employees needing extended leave due to medical complications, child birth, or other emergencies.
- Hotel discounts via FedRooms.gov;
- Continuing education and local/national training and informational opportunities:
 - Judiciary Online University virtual learning, benefit webinars, retirement guidance counseling, etc.

Retirement Benefits

- Full continuation of health insurance for employee and spouse with continuation of judiciary-paid premiums (eligibility conditions apply).
- If FERS-eligible, receive a monthly paid Basic Benefit annuity with survivor annuity option.
- Monthly-paid FERS annuity supplement ("social security bridge") paid by OPM if retiring under age 62.
- TSP participant withdrawal options via monthly, annual, or as needed basis with additional options to purchase TSP annuities.
- Optional continuation of life insurance coverage (eligibility conditions apply).
- Fully paid out for unused annual leave hours.
- Unused sick leave hours are converted and added to service credit time increasing monthly FERS payment.